

# Statement of Confidentiality for Executive Session



Association of Social Work Boards (ASWB)  
2018 Annual Meeting of the Delegate Assembly  
November 16-17, 2018  
San Antonio, Texas

The Association of Social Work Boards (ASWB) is a not-for-profit, 501(c)(3) association whose membership is comprised of the social work boards from United States and Canadian jurisdictions. ASWB provides programs and services to its member boards for use in the licensure and renewal of applicants and social workers in furtherance of the public protection mandates set forth in the enabling statutes which create and empower the member boards of social work. Through contractual obligations and, in some cases, as mandated by law, ASWB provides programs and services to and relied upon by member boards for use in the licensure and renewal process of social workers.

The ASWB examination program is one such program. The ASWB examinations are high stakes, legally defensible assessments of minimum competence for use by member boards. In order to assure member boards have access to valuable information and data related to the exam program and to inform its members that such exams are appropriate for use in the licensure process, ASWB will periodically convene its Delegates in Executive Session to discuss sensitive information with the boards.

As a recognized Delegate, Alternate Delegate or invited guest of the ASWB to its Annual Meeting of the Delegate Assembly, and as an individual who may be permitted by the ASWB Board of Directors to attend some or all portions of the Annual Meeting to be conducted in Executive Session, this Statement of Confidentiality for Executive Session and Confidentiality Agreement addresses nondisclosure of confidential information shared during such closed session. The intent of this statement and agreement is to ensure that confidential information will not be disclosed to third parties not in attendance during such closed session. Subject to applicable law, it is further intended that confidential information shall not be deemed to be information subject to open records or freedom of information requests at the state/provincial or federal level.

Please read and sign this agreement indicating your understanding and acceptance with its terms and conditions. The association's legal counsel will be available to answer questions.

# Confidentiality Agreement

In consideration of my attendance and participation in the Executive Session portion of the Association of Social Work Boards Annual Meeting of the Delegate Assembly, I agree to the following:

1. I am a Delegate, Alternate Delegate, current member or staff of an ASWB member board or otherwise invited participant in the Executive Session portion of the Annual Meeting of the Delegate Assembly.
2. I understand and agree that confidential information, including, but not limited to, statistical analyses, data, forms, items, contractual terms and conditions, and the like, will be disclosed and discussed in Executive Session in order to ensure that member boards are informed regarding the programs and/or services of ASWB.
3. I understand and agree that such confidential information is not to be disclosed through any means to any third party unless authorized in advance and in writing by ASWB.
4. In particular, I understand and agree that confidential information regarding the ASWB examination program and statistical analyses validating the defensibility of the examinations will be disclosed. The details of the examination data and discussions will involve confidential information subject to the restrictions of this agreement; however, it is understood that overall conclusions of legal defensibility of such exams for use in the licensure process may be disclosed to member boards and staff.
5. I understand and agree that ASWB is the owner of the confidential information and that the maintenance of such information in confidence is vital to the association and the programs and services provided to its member boards, in particular to the defensibility and validity of the examination program.
6. I agree to abide by the instructions given to me regarding note-taking, the review and return of any materials shared during the executive session, entering and exiting the meeting room, attendance restrictions for various parts of the closed sessions, and any other behaviors that may impact the confidentiality of the proceedings.
7. I agree that in the event I am requested to disclose confidential information to any person(s) other than those authorized by ASWB, I will immediately notify ASWB in writing to provide the association with the opportunity to take legal action to protect such information.
8. I have read the Statement of Confidentiality and Confidentiality Agreement and, in the capacity indicated below, agree to be bound by such conditions as indicated by my signature.

Agreed and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**Check all that apply:**

Delegate

Alternate Delegate

Member of Member Board

Staff of Member Board

Other: \_\_\_\_\_  
(Name of Organization)